

**Data Base Documentation for
Data File: Public Libraries Survey (PLS), FY 1994**

**Federal-State Cooperative System
for Public Library Data**

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I. Introduction

The Public Libraries Survey (PLS) is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The PLS collects identifying information and basic data on the universe of public libraries and their outlets in the 50 States and the District of Columbia; identifying information on library entities that provide public library services but do not meet the definition of a public library (i.e., state library agencies, and systems, federations, and cooperative services); selected data on state library outlets; and a few items on characteristics of the state data submission.

The reporting unit is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may have a single outlet (for example, a public library with no branch outlet); multiple outlets; or it may be administrative only and have no public library service outlets (i.e., a system, federation, or cooperative service).

The fiscal year (FY) 1994 PLS collected data on 44 items for each public library--33 basic data items and 11 identification items. The basic data items include data on population of legal service area, service outlets, staffing, operating income and expenditures, capital outlay, size of collection, annual public service hours for outlets, and service measures such as reference transactions, interlibrary loans, circulation, library visits, circulation of children's materials and children's program attendance. The identification items include name, address, telephone, county, interlibrary relationship, type of governance, and type of administrative structure. The survey also collected 12 data items about public library service outlets. These items include type of outlet, their metropolitan location, their population of legal service area, and number of bookmobiles in each bookmobile service. The survey collected 11 identifying items on some state library agencies and federations, systems, and cooperatives. Finally, 4 basic data items were collected on characteristics of the state's data submission, including the reporting period starting and ending dates, official state total population estimate, and total unduplicated population of the legal service area.

State Data Coordinators appointed by the Chief Officer of the State Library Agency submitted the data to NCES on an electronic survey form known as DECPLUS. The survey is voluntary. NCES conducted the survey in fulfillment of its legislative mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States and in other nations."--Section 406(b) of the General Education Provisions Act, as amended (20 U.S.C. 1221e-1).

Terminology Used to Describe the Structures and Relationships of Public Libraries

Administrative entities. An administrative entity is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may be administrative only and have no public library service outlets, it may have a single outlet, or it may have more than one outlet. These types of administrative structures for public libraries are identified by data element 7C "Administrative Structure Code" on the administrative entity file.

Public libraries. Public libraries are one of the three types of administrative entities, described above, and the focus of this data collection. The survey defines a public library as follows: "A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and

schedule." For purposes of the PLS, however, state law prevails in the determination of a public library, and not all states' definitions are the same as the FSCS definition.

Public library service outlets. Public libraries can have one or more service outlets. The three types of public library service outlets are central library outlets, branch library outlets, and bookmobile outlets. See appendix G for definitions of these terms.

State library agencies. State library agencies are one of the three types of administrative entities identified above. A state library agency is the agency within each of the states and territories authorized to develop library services in the state. It may also provide direct services to the public. Some state library agencies also have service outlets.

System, federation, or cooperative service. This is one of the three types of administrative entities described above. A system, federation, or cooperative service is an autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This includes libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. These agreements can be with other public libraries or with other types of libraries, such as school or academic libraries.

Five data files were generated from the FY 94 PLS. The files are provided in MS-Access and ASCII format.

(Note: Data missing from the FY 94 file were imputed as part of a trends analysis study. The imputed file is being released along with the report and replaces the previous file which included reported data only. The report, *Public Library Trends Analysis, 1992-1996*, is available on the Web at: <http://nces.ed.gov/surveys/libraries/public.html>.)

The files are as follows (The record layouts for the files are in appendixes A to E.):

1. Public Library Data File (PUBLIB94.MDB and PUBLIB94.TXT).¹ This data file includes data for the universe of 8,920 public libraries in the 50 states and the District of Columbia.
2. State Summary/State Characteristics Data File (SUMCHR94.MDB AND SUMCHR94.TXT).¹ This data file includes:
 - a. State summary data. These are state totals of the numeric data reported on the PUBLIB94 file for all public libraries in each of the 50 states and the District of Columbia.
 - b. State characteristics data. These data are from a state characteristics record that is completed by the State Data Coordinator, consisting of four items for each of the 50 states and the District of Columbia: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (PLOUT94.MDB and PLOUT94.TXT).¹ This data file includes identifying information and a few basic data items for the universe of 16,769 public library service outlets (centrals/main, branches, and bookmobiles) in the 50 states and the District of Columbia.

¹ The Microsoft Access data file has the .MDB extension, and the ASCII data file has the .TXT extension.

4. Administrative Entities Only/State Library Data File (PLAOSL94.MDB and PLAOSL94.TXT).¹ This data file includes identifying information on 133 administrative entities only and state library agencies in the 50 states and the District of Columbia. (Note: Not all states reported all such entities.)
5. State Library Outlet Data File (SLOUT94.MDB and SLOUT94.TXT).¹ This data file includes identifying information and a few basic data items on 13 state library outlets. (Note: Not all states reported all such entities.)

II. User's Guide

II. A. Survey Methodology

Survey Universe

The survey universe is composed of the 8,920 public libraries in the 50 states and the District of Columbia as identified by the state library agencies. (Note: New Mexico reported one of their libraries twice, so the duplicate record was deleted. This accounts for the difference in universe size from the previously released file which had 8,921 public libraries.) Data were not systematically collected from libraries on Native American reservations. Data were not collected from military libraries that provide public library services or from libraries that serve the residents of state institutions because FSCS considers these to be special libraries.

Survey Response

Unit Response. A total of 8,729 of the 8,920 public libraries in the survey universe responded to the Public Libraries Survey, a response rate of 97.9 percent. Respondents to the survey are defined as public library administrative entities for which population of legal service area was reported (this item is provided by the State Data Coordinator) and which responded to at least three of the five following survey items: total paid employees, total income, total operating expenditures, book/serial volumes, and total circulation.

Item Response. NCES statistical standards state that items with response rates below 70 percent cannot be used in analysis. For nationwide totals, response rates did not fall below 70 percent for any item. For state totals, a few items had response rates below 70 percent (listed below). All missing data for numeric items were imputed except for annual public service hours (see *Imputation* at the end of this section.)

Survey items with response rates below 70 percent, by state:

Library visits	Response rate	Reference transactions	Response rate	Circulation of children's materials	Response rate
Florida	49.5	Florida	66.0	Florida	60.8
Maine	68.5	Maine	65.1	Hawaii	0.0
Massachusetts	46.6	Nebraska	55.0	Vermont	66.0
Nebraska	65.8	North Dakota	67.9		
New Mexico	67.1	South Dakota	50.4		
Oregon	59.7	Utah	60.9		
Utah	63.8	Vermont	63.0		
Vermont	67.0				
Washington	58.0	Children's Program attendance	Response rate		
		Maine	53.4		
		Vermont	64.0		

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 94 PLS data file includes imputations for nonresponding libraries at the unit and item levels. (Note: This imputed file replaces the previously released FY 94 file that included reported data only.) Comparisons to data prior to FY 92 should be made with caution, as earlier files have data for responding libraries only (that is, no imputation was performed at the unit or item level), and the percentage of libraries responding to a given item varied widely among states. State comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*). Also, the definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>.

The District of Columbia, while not a state, is included in this report, and special care should be used in comparing the District's data to state data. Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the state.

Reporting Period. The FY 94 PLS requested data for state fiscal year 1994. Most states reported data for the 12-month period of July to June or January to December (see following table). There were 12 different reporting periods used by states for the FY 94 survey. Fiscal-year reporting periods also varied among localities in some states; in such cases, the state provided the earliest starting and latest ending dates reported. Therefore, some states' ending and starting dates will span more than a 12-month period, although each public library reported data for a 12-month period. In six states (Maine, Michigan, Nebraska, Pennsylvania, Texas, and Vermont), some public libraries reported data for FY 93.

States by Reporting Period

07/93 to 06/94		01/94 to 12/94	Other
AK	NV	AR	11/92 to 09/94: MI
CA	NM	CO	01/93 to 06/94: PA
CT	OH	IN	01/93 to 07/94: NE
DE	OK	KS	01/93 to 08/94: VT
GA	OR	LA	01/93 to 12/94: TX
HI	RI	MN	02/93 to 12/94: ME
IL	SC	NJ	06/93 to 07/94: AZ, NC
IA	TN	ND	06/93 to 12/94: NY
KY	VA	SD	07/93 to 12/94: MO, NH, UT
MD	WV	WA	10/93 to 09/94: AL, DC, FL, ID, MS
MA	WY	WI	
MT			

Survey Data Items

The definitions of PLS data items are provided in appendix G.

The PLS has three data items on population: 1) Population of the Legal Service Area (a state-reported figure for *each* public library), 2) Total Unduplicated Population of Legal Service Areas (a single state-reported figure), and 3) Official State Total Population Estimate (a single state-reported figure). There are significant methodological differences in calculation of these items among states (discussed below). Also, the time period for which the population data are provided varies among states.

The total Population of Legal Service Area for all public libraries in a state may, in some cases, exceed the Total Unduplicated Population of Legal Service Areas for the state or the Official State Total Population Estimate. This is because geographically adjacent libraries may serve, and therefore count, the same (or some of the same) population. For example, a county library and a city library within the county may both receive income from the same city, so both may serve and count the same (or some of the same) population. Thus, in states with overlapping Population of Legal Service Areas, the total Population of Legal Service Area will exceed the Total Unduplicated Population of Legal Service Areas, and may exceed the Official State Total Population Estimate. For this reason, each state library agency was asked to provide the Total Unduplicated Population of the Legal Service Areas that receive public library service. The populations of unserved areas were not included in this figure. These unduplicated population figures were calculated individually by each state and may vary from sources (e.g., Census) that use standard methodology. A total of 23 states had overlapping service areas in FY 94. See appendix H for a list of these states.

In order to do meaningful analysis using population of legal service area data (for example, the number of books/serial volumes per capita), population data in states with overlapping populations were adjusted for duplicative reporting. The PLS file has a derived unduplicated population of legal service area for *each library*, for this purpose (item POPU_UNDUP on the Public Library Data File). This value was prorated for each library by calculating the ratio of the library's Population of Legal Service Area to the total Population of the Legal Service Area for the state, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

Survey Software, Data Collection, Editing, and Follow-up

The PLS data represent only part of the data most states collect from their local public libraries, and the data are usually collected on paper forms. Most states assemble the PLS data in machine-readable format for import into DECPLUS, the survey software provided to the states by NCES. A few states do direct data entry from paper forms.

DECPLUS performs on-screen edits during the import or data entry process. These edits enable the respondent to review questionable data and correct any inaccuracies immediately. DECPLUS also generates an error/warning report of data falling outside "acceptable ranges" for further review and possible revision. DECPLUS is used by NCES to merge the state files, perform additional edits, and generate the final survey data base.

DECPLUS performs four types of edit checks, as follows:

1. Relational edit checks. This is a data consistency check between related data elements. For example, an error message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. Out-of-range edit checks. This is a comparison of data reported for an item to the "acceptable range" of values. It is performed on current-year and historical (current-year vs. past-year) data. For example, an error message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm 5,000$ or +25% to -10% of last year's value for Total Circulation.

3. Arithmetic edit checks. This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. Blank/zero/invalid edit checks. This is a check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

The PLS was mailed in May, 1995 and had a due date of August 31, 1995. After submissions were received from all 50 states and the District of Columbia (the last submission was received on January 24, 1996), a preliminary data file and draft tables for the survey report *E.D. TABS: Public Libraries in the United States: 1994* were reviewed by NCES and the FSCS Steering Committee. Based on these reviews, NCES contacted the states regarding questionable data and requested verification or correction of the data. The corrections were incorporated into the final file. The Bureau of the Census, within the Department of Commerce, performed survey processing functions through an interagency agreement with NCES.

Dr. E. Walter Terrie of the Center for Study of Population, Florida State University, analyzed the preliminary file for data quality and offered feedback to the states and NCES at the annual state workshop.

Imputation

The FY 94 data include imputations for nonresponding libraries. The imputation methodology is described below (Note: Annual public service hours were not imputed.):

- A. For libraries that did not respond in 1994 but that did respond in 1993, or for libraries that did not respond in 1994 or 1993 but that did respond in 1992:
 1. All libraries, including nonresponding libraries, were sorted into imputation cells based on region and size of population served.
 2. Average changes in values of data (the growth rates) were calculated for institutions that reported in both 1994 and 1993 (or in both 1994 and 1992).
 3. The average changes computed in step 2 were applied to the 1993 data (or 1992 data) of 1994 nonresponding libraries to obtain an estimate for 1994.

This "growth rate" method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio materials, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.

4. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 3.
5. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 3.
6. A "hot-deck growth rate" method was used for income variables (total income and income from federal, state, and local government sources). In this method, responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 1993 (or 1992) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 1994 and 1993 (or 1994 and

1992). If the donor did not have a growth rate due to missing 1993 or 1992 data, the nonrespondent's 1993 or 1992 response, if available, was used as the imputed value. For those units not having prior year reported data, the adjusted mean of the reported values in the cell was used.

7. Other income was derived by subtracting income from federal, state, and local sources from total income. If the derived other income was a negative value, other income was changed to zero, and federal, state, and local income were adjusted to sum to total income.
8. Children's program attendance was estimated by multiplying the current year total library visits by the prior year ratio of children's program attendance to total library visits.
9. Children's circulation was estimated by multiplying the current year total circulation by the prior year ratio of children's circulation to total circulation.

B. For libraries with no data in 1992, 1993, or 1994:

1. The mean of the imputation cell was calculated for all libraries that responded in 1994. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the cell mean size of population served for all responding libraries. If the population was missing, then the cell mean was used.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, audio materials, reference transactions, subscriptions, total circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.

2. To impute total library visits, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
3. Children's program attendance was estimated using the method described in step 2 where the average current year ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current year library visits. Children's program attendance was imputed after total library visits.
4. Children's circulation was estimated by calculating the average current year ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current year total circulation of the nonresponding library. Children's circulation was imputed after total circulation.
5. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 1.
6. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 1.

C. For all nonresponding libraries:

1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collection expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures to arrive at capital outlay. If the derived capital outlay had a

negative value, it was changed to zero, total operating expenditures was changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.

- 2 . The mean of the imputation cell was used to estimate video materials and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of the population served for all responding libraries.

II. B. Guidelines for Processing Public Libraries Survey Data

The data were reported to NCES on an electronic survey form called DECPLUS. Before mail-out of DECPLUS, all data cells were initialized with "-2". DECPLUS does not permit a data file to be saved by a respondent if -2 remains in any data cell. On the final survey files, data fields with "-1" and blank data fields indicate nonresponse to the data item. (The survey user guide instructs the respondent to replace -2 entries with -1 if they are unable to report the data.) Missing data were imputed for all numeric items, except for annual public service hours. A zero (0) response indicates the library, outlet, or other administrative entity had none of the item. A total of 5 files were generated from the survey (see Introduction).

**Appendix A—Record Layout for Public Library Data File, FY 94
(PUBLIB94.MDB and PUBLIB94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	001	A	01	IDENTIFICATION Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	021	A	02	Name of library.
ADDRESS	35	066	A	03	Street address of library.
CITY	17	101	A	04	City or town of library.
ZIP1	05	118	A	05	Standard five-digit postal zip code for street address of administrative entity.
ZIP2	04	123	A	06	Four-digit postal zip code extension for street address of administrative entity.
PHONE	10	127	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072).
POPU	09	137	N	08	Population of the Legal Service Area.
CENTLIB	03	146	N	09	SERVICE OUTLETS Number of central libraries.
BRANLIB	03	149	N	10	Number of branch libraries.
BKMOB	03	152	N	11	Number of bookmobiles.
MASTER	09	155	N	13	FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	09	164	N	14	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	173	N	15	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	183	N	16	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
LOGVGT	09	193	N	17	OPERATING INCOME Operating income from local government.
STGVT	09	202	N	18	Operating income from state government.
FEDGVT	09	211	N	19	Operating income from federal government.

**Appendix A—Record Layout for Public Library Data File, FY 94
(PUBLIB94.MDB and PUBLIB94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
OTHINCM	09	220	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT).
TOTINCM	10	229	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM).
					OPERATING EXPENDITURES
SALARIES	09	239	N	22	Salaries and wages for all library staff.
BENEFIT	09	248	N	23	Employee benefits for all library staff.
TOTEXP	09	257	N	24	Total staff expenditures (includes SALARIES and BENEFIT).
TOTEXPCOL	09	266	N	25	Total expenditures on library collection.
OTHOPEXP	09	275	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL).
TOTOPEXP1	10	284	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP).
					CAPITAL OUTLAY
CAPITAL	09	294	N	28	Expenditures for capital outlay.
					LIBRARY COLLECTION
BKVOL	09	303	N	29	Number of books and serial volumes.
AUDIO	09	312	N	30	Number of audio materials.
VIDEO	09	321	N	32	Number of video materials.
SUBSCRIPT	09	330	N	33	Number of current serial subscriptions.
					PUBLIC SERVICE HOURS
DUPLI	08	339	N	35	Total annual public service hours for all outlets of the public library.
					LIBRARY SERVICES
ATTEND	09	347	N	36	Total annual library visits.
REFERENCE	09	356	N	38	Total annual reference transactions.
					CIRCULATION
TOTCIR	09	365	N	39	Total annual circulation transactions.
					INTER-LIBRARY LOANS
LOANTO	06	374	N	40	Total annual loans provided to other libraries.

**Appendix A—Record Layout for Public Library Data File, FY 94
(PUBLIB94.MDB and PUBLIB94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LOANFM	06	380	N	41	Total annual loans received from other libraries.
					CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE
KIDCIRCL	09	386	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users.
KIDATTEND	09	395	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
C_RELATN	02	404	A	7A	Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	406	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or Commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other
C_ADMIN	02	408	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Administrative Entity with a single direct service outlet
CNTY	17	410	A	4A	County of library.
POPU_UNDUP	09	427	N	--	Unduplicated population of the legal service area for the library. NCES prorated this value by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

**Appendix A—Record Layout for Public Library Data File, FY 94
(PUBLIB94.MDB and PUBLIB94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
FSCSKEY	06	436	A	1A	Library identification code assigned by NCES.
STABR	02	442	A	--	Post Office State Code. See appendix F for list of state codes.
PUB_FIPS	02	444	A	--	Two-digit FIPS State Code. See appendix F for list of state codes.
YR	02	446	A	--	FSCS submission year of public library data.
OBEREG	02	448	A	--	OBE Region Code Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
RSTATUS	01	450	A	--	Respondent Status 1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data Item imputation flags (see appendix I for flag values and definitions):
IMP0	02	451	A	--	POPU - IMPUTATION FLAG
IMP1	02	453	A	--	CENTLIB - IMPUTATION FLAG
IMP2	02	455	A	--	BRANLIB - IMPUTATION FLAG
IMP3	02	457	A	--	BKMOB - IMPUTATION FLAG
IMP4	02	459	A	--	MASTER - IMPUTATION FLAG
IMP5	02	461	A	--	LIBRARIAN - IMPUTATION FLAG
IMP6	02	463	A	--	OTHPAID - IMPUTATION FLAG
IMP7	02	465	A	--	TOTPEMP - IMPUTATION FLAG
IMP8	02	467	A	--	LOGCVT - IMPUTATION FLAG
IMP9	02	569	A	--	STGVT - IMPUTATION FLAG
IMP10	02	471	A	--	FEDGVT - IMPUTATION FLAG
IMP11	02	473	A	--	OTHINCM - IMPUTATION FLAG
IMP12	02	475	A	--	TOTINCM - IMPUTATION FLAG
IMP13	02	477	A	--	SALARIES - IMPUTATION FLAG
IMP14	02	479	A	--	BENEFIT - IMPUTATION FLAG
IMP15	02	481	A	--	TOTEXP - IMPUTATION FLAG
IMP16	02	483	A	--	TOTEXPCOL - IMPUTATION FLAG

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(PUBLIB94.MDB and PUBLIB94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP17	02	485	A	--	OTHOPEXP - IMPUTATION FLAG
IMP18	02	487	A	--	TOTOPEXP1 - IMPUTATION FLAG
IMP19	02	489	A	--	CAPITAL - IMPUTATION FLAG
IMP20	02	491	A	--	BKVOL - IMPUTATION FLAG
IMP21	02	493	A	--	AUDIO - IMPUTATION FLAG
IMP22	02	495	A	--	VIDEO - IMPUTATION FLAG
IMP23	02	497	A	--	SUBSCRIPT - IMPUTATION FLAG
FILLER	--		--	--	BLANK
IMP25	02	501	A	--	ATTEND - IMPUTATION FLAG
IMP26	02	503	A	--	REFERENCE - IMPUTATION FLAG
IMP27	02	505	A	--	TOTCIR - IMPUTATION FLAG
IMP28	02	507	A	--	LOANTO - IMPUTATION FLAG
IMP29	02	509	A	--	LOANFM - IMPUTATION FLAG
IMP30	02	511	A	--	KIDCIRCL - IMPUTATION FLAG
IMP31	02	513	A	--	KIDATTEND - IMPUTATION FLAG
IMP32	02	515	A	--	POPU_UNDUP - IMPUTATION FLAG

NOTES:

1. The Public Library Data File was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
-- = Not applicable.
3. Survey items 12, 31, 34, and 37 are not listed because they are no longer collected.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 94
(SUMCHR94.MDB and SUMCHR94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
POPU	11	001	N	08	Population of the Legal Service Areas.
CENTLIB	05	012	N	09	SERVICE OUTLETS Number of central libraries.
BRANLIB	05	017	N	10	Number of branch libraries.
BKMOB	05	022	N	11	Number of bookmobiles.
MASTER	11	027	N	13	FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	11	038	N	14	Total number of FTE employees holding the title of librarian. This field consists of 8 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	049	N	15	All other paid FTE employees. This field consists of 9 integers and 2 decimals with an explicit decimal point.
TOTPEMP	12	061	N	16	Total paid FTE employees. This field consists of 9 integers and 2 decimals with an explicit decimal point.
LOGVGT	11	073	N	17	OPERATING INCOME Operating income from local government.
STGVT	11	084	N	18	Operating income from state government.
FEDGVT	11	095	N	19	Operating income from federal government.
OTHINCM	11	106	N	20	Other operating income (i.e., income not included in LOGVGT, STGVT, and FEDGVT).
TOTINCM	12	117	N	21	Total income (includes LOGVGT, STGVT, FEDGVT, and OTHINCM).
SALARIES	11	129	N	22	OPERATING EXPENDITURES Salaries and wages for all library staff.
BENEFIT	11	140	N	23	Employee benefits for all library staff.
TOTEXP	11	151	N	24	Total staff expenditures (includes SALARIES and BENEFIT).
TOTEXPCOL	11	162	N	25	Total expenditures on library collection.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 94
(SUMCHR94.MDB and SUMCHR94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
OTHOPEXP	11	173	N	26	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL).
TOTOPEXP1	12	184	N	27	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP).
CAPITAL	11	196	N	28	CAPITAL OUTLAY Expenditures for capital outlay.
BKVOL	11	207	N	29	LIBRARY COLLECTION Number of books and serial volumes.
AUDIO	11	218	N	30	Number of audio materials.
VIDEO	11	229	N	32	Number of video materials.
SUBSCRIPT	11	240	N	33	Number of current serial subscriptions.
DUPLI	10	251	N	35	PUBLIC SERVICE HOURS Total annual public service hours for all outlets of the public library.
ATTEND	11	261	N	36	LIBRARY SERVICES Total annual library visits.
REFERENCE	11	272	N	38	Total annual reference transactions.
TOTCIR	11	283	N	39	CIRCULATION Total annual circulation transactions.
LOANTO	08	294	N	40	INTER-LIBRARY LOANS Total annual loans provided to other libraries.
LOANFM	08	302	N	41	Total annual loans received from other libraries.
KIDCIRCL	09	310	N	42	CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE Total annual circulation (including renewals) of all children's materials in all formats to all users.
KIDATTEND	09	319	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children.
PERIOD_POP	10	328	N	5A	Total Unduplicated Population of Legal Service Areas. (This item is on the State Characteristics data entry screen.)

Note: This is a state-reported figure.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 94
(SUMCHR94.MDB and SUMCHR94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
PERIOD_EST	10	338	N	05	Official state total population estimate. (This item is on the State Characteristics data entry screen.)
PERIOD_PSM	05	348	A	03	Reporting period starting date, in following format: month/year (for example, 07/93). (This item is on the State Characteristics data entry screen.)
PERIOD_PEM	05	353	A	04	Reporting period ending date, in following format: month/year (for example, 06/94). (This item is on the State Characteristics data entry screen.)
STABR	02	358	A	--	Post Office State Code. See appendix F for list of state codes.
PUB_FIPS	02	360	A	--	Two-digit FIPS State Code. See appendix F for list of state codes.
YR	02	362	A	--	FSCS submission year of public library data.
OBEREG	02	364	A	--	OBE Region Code Bureau of Economic Analysis Code (formerly called Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
					Item imputation flags: 0 = All detail comprising total is reported data. 1 = Some detail comprising total is imputed data. 2 = All detail comprising total is imputed data.
IMP0	02	366	A	--	POPU - IMPUTATION FLAG
IMP1	02	368	A	--	CENTLIB - IMPUTATION FLAG
IMP2	02	370	A	--	BRANLIB - IMPUTATION FLAG
IMP3	02	372	A	--	BKMOB - IMPUTATION FLAG
IMP4	02	374	A	--	MASTER - IMPUTATION FLAG
IMP5	02	376	A	--	LIBRARIAN - IMPUTATION FLAG
IMP6	02	378	A	--	OTHPAID - IMPUTATION FLAG
IMP7	02	380	A	--	TOTPEMP - IMPUTATION FLAG
IMP8	02	382	A	--	LOCGVT - IMPUTATION FLAG
IMP9	02	384	A	--	STGVT - IMPUTATION FLAG
IMP10	02	386	A	--	FEDGVT - IMPUTATION FLAG
IMP11	02	388	A	--	OTHINCM - IMPUTATION FLAG
IMP12	02	390	A	--	TOTINCM - IMPUTATION FLAG

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 94
(SUMCHR94.MDB and SUMCHR94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP13	02	392	A	--	SALARIES - IMPUTATION FLAG
IMP14	02	394	A	--	BENEFIT - IMPUTATION FLAG
IMP15	02	396	A	--	TOTEXP - IMPUTATION FLAG
IMP16	02	398	A	--	TOTEXPCOL - IMPUTATION FLAG
IMP17	02	400	A	--	OTHOPEXP - IMPUTATION FLAG
IMP18	02	402	A	--	TOTOPEXP1 - IMPUTATION FLAG
IMP19	02	404	A	--	CAPITAL - IMPUTATION FLAG
IMP20	02	406	A	--	BKVOL - IMPUTATION FLAG
IMP21	02	408	A	--	AUDIO - IMPUTATION FLAG
IMP22	02	410	A	--	VIDEO - IMPUTATION FLAG
IMP23	02	412	A	--	SUBSCRIPT - IMPUTATION FLAG
FILLER	--		--	--	BLANK
IMP25	02	416	A	--	ATTEND - IMPUTATION FLAG
IMP26	02	418	A	--	REFERENCE - IMPUTATION FLAG
IMP27	02	420	A	--	TOTCIR - IMPUTATION FLAG
IMP28	02	422	A	--	LOANTO - IMPUTATION FLAG
IMP29	02	424	A	--	LOANFM - IMPUTATION FLAG
IMP30	02	426	A	--	KIDCIRCL - IMPUTATION FLAG
IMP31	02	428	A	--	KIDATTEND - IMPUTATION FLAG
IMP32	02	430	A	--	POPU_UNDUP - IMPUTATION FLAG

NOTES:

1. The Public Library State Summary/State Characteristics File is generated from the Administrative Entity File and State Characteristics File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
-- = Not applicable.
3. Survey items 12, 31, 34, and 37 are not listed because they are no longer collected.

**Appendix C—Record Layout for Outlet Data File, FY 94
(PLOUT94.MDB and PLOUT94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	001	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	007	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027	A	02	Name of outlet.
LIB_ADDR	35	072	A	03	Complete street address of outlet.
LIB_CITY	17	107	A	04	City or town of outlet.
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for street address of outlet.
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for street address of outlet.
LIB_PHONE	10	133	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072).
LIB_CNTY	17	143	A	05	County of outlet.
C_OUT_TYP	02	160	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	162	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999

**Appendix C—Record Layout for Outlet Data File, FY 94
(PLOUT94.MDB and PLOUT94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999 I - 250,000-499,999 J - 500,000 or more U - Unknown
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TYP = BS).
K_SEQ	03	167	A	1A	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	170	A	--	Post Office State Code for the outlet. See appendix F for list of state codes.
PUB_FIPS	02	172	A	--	Two-digit FIPS State Code. See appendix F for list of state codes.
YR	02	174	A	--	FSCS submission year of public library data.

NOTES:

1. The Public Library Outlet File was generated from the Outlet File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
 N = numeric field. Only the digits 0-9 are allowed.
 A = Alpha character field; may include digits 0-9.
 -- = Not applicable.

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File, FY 94
(PLAOSL94.MDB and PLAOSL94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBID	20	001	A	01	Administrative Entity Only/State Library Identification Code assigned by the state. NCES assigns the FSCSKEY to this field if the state does not assign a code.
LIBNAME	45	021	A	02	Name of library.
ADDRESS	35	066	A	03	Street address of library.
CITY	17	101	A	04	City or town of library.
ZIP1	05	118	A	05	Standard five-digit postal zip code for the street address of administrative entity.
ZIP2	04	123	A	06	Four-digit postal zip code extension for the street address of administrative entity.
PHONE	10	127	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072).
C_RELATN	02	137	A	7A	Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBASE	02	139	A	7B	Legal Basis Code AP - Combined Academic/Public Library CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission) SL - State Library Agency SP - Combined School Media Center/Public Library OT - Other

**Appendix D—Record Layout for Administrative Entities Only/State Library Data File, FY 94
(PLAOSL94.MDB and PLAOSL94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
C_ADMIN	02	141	A	7C	Administrative Structure Code AO - Administrative Entity Only MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Administrative Entity with a single direct service outlet
CNTY	17	143	A	4A	County of library.
FSCSKEY	06	160	A	1A	Administrative Entity Only/State Library Identification Code assigned by NCES.
STABR	02	166	A	--	Post Office State Code. See appendix F for list of state codes.
PUB_FIPS	02	168	A	--	Two-digit FIPS State Code. See appendix F for list of state codes.
YR	02	170	A	--	FSCS submission year of public library data.

NOTES:

1. The Administrative Entities Only/State Library File was generated from the Administrative Entity File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
N = Numeric field. Only the digits 0-9 are allowed.
A = Alpha character field; may include digits 0-9.
-- = Not applicable.

**Appendix E—Record Layout for State Library Outlet Data File, FY 94
(SLOUT94.MDB and SLOUT94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
K_DECTOP	06	001	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ. Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	007	A	01	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027	A	02	Name of outlet.
LIB_ADDR	35	072	A	03	Complete street address of outlet.
LIB_CITY	17	107	A	04	City or town of outlet.
LIB_ZIP	05	124	A	06	Standard five-digit postal zip code for street address of outlet.
LIB_ZIP4	04	129	A	07	Four-digit postal zip code extension for street address of outlet.
LIB_PHONE	10	133	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072).
LIB_CNTY	17	143	A	05	County of outlet.
C_OUT_TYP	02	160	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s) BM - Books-by-Mail Only
C_MSA	02	162	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	164	A	11	Population of the Legal Service Area by Outlet A - 1 – 999 B - 1,000 - 2,499

**Appendix E—Record Layout for State Library Outlet Data File, FY 94
(SLOUT94.MDB and SLOUT94.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more U - Unknown
LIB_NUM_BM	02	165	N	12	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP.)
K_SEQ	03	167	A	1A	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES.
STABR	02	170	A	--	Post Office State Code for the outlet. See appendix F for list of state codes.
PUB_FIPS	02	172	A	--	Two-digit FIPS State Code. See appendix F for list of state codes.
YR	02	174	A	--	FSCS submission year of public library data.

NOTES:

1. The State Library Outlet File is generated from the Outlet File of DECPLUS, the survey software and source of the raw data.
2. In the record layout:
 N = Numeric field. Only the digits 0-9 are allowed.
 A = Alpha character field; may include digits 0-9.
 -- = Not applicable.

Appendix F—State Codes

<u>Post Office State Code</u>	<u>State Name</u>	<u>FIPS State Code</u>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

Administrative Entity Data Entry Screen (p. 1)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 --+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [ FY94] |
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM                        |
|03 Address:310 SOUTH 8TH ST                04City:LARAMIE      |
|4A County:ALBANY COUNTY                05Zip1:82070  06 Zip2:3969 |
|07 Phone:  (307) 721-2580                                     |
|7A Interlibrary Relationship: NO  +-----FTE STAFF -----|
|7B Legal Basis:                  CO |
|7C Administrative Structure:  MO | 13 ALA-MLS:                -2.00 |
|                                     | 14 Total Librarians:        -2.00 |
|----- POPULATION -----| 15 All Other Paid Staff:        -2.00 |
|                                     | 16 Total Paid Employees:      -2.00 |
|08 Population of the Legal          |
|   Service Area:                    -2 |----- OPERATING INCOME -----|
|----- SERVICE OUTLETS -----|
|                                     | 17 Local Government          -2 |
|09 Number of Centrals:              -2 | 18 State Government:         -2 |
|10 Number of Branches:              -2 | 19 Federal Government:       -2 |
|11 Number of Bookmobiles:           -2 | 20 Other Income:             -2 |
|12 Number of Books-by-Mail Only:  0 | 21 Total Income:             -2 |
|   (Display Only)                  |
+-----+
<Esc> Exit   <F5> Save Record   <F7> Errors
<F1> Help   <F3> List Outlets  <F9> Prev Record  <F10> Next Record

```

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

Administrative Entity Data Entry Screen (p. 2)

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 2 -+
|LIB ID#: 002 FSCS ID#: WY0001 NAME: ALBANY COUNTY LIBRARYSYSTEM|
| [ FY94] |
|----- OPERATING EXPENDITURES ----- PUBLIC SERVICE HOURS PER YEAR ----|
|22 Salary & Wages Exp: -2|
|23 Employee Benefits: -2| 35 Public Service Hrs/Yr: -2 |
|24 Total Staff Exp: -2|
|25 Collection Exp: -2|----- SERVICES PER TYPICAL YEAR -----|
|26 Other Operating Exp: -2| 36 Library Visits: -2 |
|27 Total Operating Exp: -2| 38 Reference Transactions: -2 |
|----- CAPITAL OUTLAY -----|
|28 Capital Outlay: -2|----- CIRCULATION -----|
| 39 Total Circulation: -2 |
|----- LIBRARY COLLECTION -----|
|29 Book/Serial Volumes: -2|----- INTER-LIBRARY LOANS -----|
|30 Audio: -2| 40 Provided To: -2 |
|32 Video: -2| 41 Received From: -2 |
|33 Subscriptions: -2|----- CHILDREN'S -----|
| 42 Children's Circulation: -2|
| 43 Children's Program Attend: -2|
|-----|
<Esc> Exit <F5> Save Record <F7> Errors
<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record

```

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

Outlet Data Entry Screen

```

+----- VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY ----- Pg 1 -+
|----- IDENTIFICATION -----|
|01 LIB ID: 002                1A FSCS ID:WY0001                [ FY94]|
|02 Name:  ALBANY COUNTY LIBRARY SYSTEM                        |
|03 Address:3310 SOUTH 8TH ST                                04City:LARAMIE|
|4A County:ALBANY COUNTY                                05Zip1:82070  06 Zip2:3969|
|07 Phone:  (307) 745-3365                                     |
|7A Interlibrary Relationship: NO      +-----FTE STAFF -----|
|7B Legal Basis:                      CO      |
|7C Administrative Structure: MO      | 13 ALA-MLS:                      -2.00|
|--+-[ VIEW/UPDATE DATA ENTRY SCREEN - OUTLET ]-----+0|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|08| 01 Lib ID: WY0001-007                1A FSCS ID:  WY0001-007      |0|
| | 02 Name:  SENTENNIAL LIBRARY BRANCH                        | |
| | 03 Address:(NO STREET ADDRESS)                                | |
|--| 04 City:  CENTENNIAL                                05County:ALBANY| |
| | 06 Zip1:82055  07 Zip2:9998      08 Phone: (307) 000-0000      |2|
|09| 09 Outlet TypeCode:BR                10 Metropolitan StatusCode:NO    |2|
|10| 11 Population of the Legal      12 Number of Bookmobiles: 0          |2|
|11|   Service Area byOutlet:A                                          |2|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----+-----+2|
| (Display Only) |
+-----+-----+
<Esc> Exit  <Alt-R> Replicate Administrative Entity
<F1> Help  <F3> List Outlets  <F5> Save  <F9> Prev Record  <F10> Next Record

```


Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

State Characteristics Data Element Definitions and Notes

Note: The items below are answered by the state library agency.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by DECPLUS.</p> <p>Note: See appendix F for a list of state codes.</p>
02	FSCS Submission Year	<p>Definition: This is the year in which these (Automatic Display) FSCS data are submitted to NCES and is automatically assigned by DECPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

Administrative Entity Data Element Definitions

PUBLIC LIBRARY (This is not a DECPLUS data element.)

Definition: A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule.

Note: State law determines whether an entity is a public library.

ADMINISTRATIVE ENTITY (This is not a DECPLUS data element.)

Definition: This is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group (for example, the population of a local jurisdiction, the population of a state, or the public libraries located in a particular region). The Administrative Entity may be administrative only and have no outlets, it may have a single outlet, or it may have more than one outlet.

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the Administrative Entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the Administrative Entity.
02	Name	Definition: This is the legal name of the Administrative Entity. Note: Provide the name of the public library. If the Administrative Entity is a state library agency or a system, federation, or cooperative service, provide its name.
03	Street Address	Definition: This is the complete street address of the Administrative Entity. Note: Do not report a post office box or general delivery.
04	City	Definition: This is the city or town in which the Administrative Entity is located.
4A	County of the Entity	Definition: This is the county in which the Administrative Entity is located.
05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Administrative Entity.

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Administrative Entity.
07	Phone	<p>Definition: This is the telephone number of the Administrative Entity, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
7A	Interlibrary Relationship Code	<p>Select one of the following:</p> <p>HQ - Headquarters of a system, federation, or cooperative service. (Include any system, federation, or cooperative service member acting in this role.)</p> <p>ME - Member of a system, federation, or cooperative service, but not the headquarters.</p> <p>NO - Not a member of a system, federation, or cooperative service.</p> <p>Headquarters of a System, Federation, or Cooperative Service</p> <p>Definition: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service.</p> <p>Member of a System, Federation, or Cooperative Service</p> <p>Definition: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.</p> <p>Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services.</p>
7B	Legal Basis Code	<p>Definition: The legal basis is the type of local government structure within which the entity functions.</p> <p>Note: For combined libraries (i.e., combined school/public libraries or academic/public libraries) use the specific SP or AP codes instead of the other legal basis codes.</p> <p>Select one of the following:</p> <p>AP - Combined Academic/Public Library</p> <p>CI - Municipal Government (city, town or village)</p> <p>CO - County/Parish</p> <p>MJ - Multi-jurisdictional</p> <p>NL - Native American Tribal Government</p> <p>NP - Non-profit Association or Agency</p> <p>SC - School District</p> <p>SL - State Library Agency</p>

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

SD - Special Library District (authority, board, commission)

SP - Combined School Media Center/Public Library

OT - Other

AP - Combined Academic/Public Library

Definition: A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

CI - Municipal Government (city, town or village)

Definition: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

CO - County/Parish

Definition: An organized local government authorized in a state's constitution and statutes and established to provide general government.

MJ - Multi-jurisdictional

Definition: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

NL - Native American Tribal Government

Definition: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP - Non-profit Association or Agency

Definition: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC - School District

Definition: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

SL - State Library Agency

Definition: That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public.

SD - Special Library District (authority, board, commission)

Definition: This is a district, authority, board or commission authorized by state law to provide library services.

SP - Combined School Media Center/Public Library:

Definition: A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions.

OT - Other

7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

AO - Administrative Entity Only

MA - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO - Administrative Entity with a Single Direct Service Outlet

AO - Administrative Entity Only

Definition: An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.

MA - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

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MO - Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO - Administrative Entity with a Single Direct Service Outlet

Definition: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e. g., a system, federation, or cooperative service), this number shall be zero.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

11 Number of Bookmobiles

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

12 Number of Books-by-Mail Only (Automatic Display)

This is a count generated automatically by DECPLUS based on response to Outlet Type Code (See Data Element #9 on the Outlet file.)

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

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|----|----------------------|---|
| 13 | ALA-MLS | Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. |
| 14 | Total Librarians | Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13). |
| 15 | All Other Paid Staff | Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. |
| 16 | Total Paid Employees | Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15). |

OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e. g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

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|----|--------------------|---|
| 17 | Local Government | Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. |
| 18 | State Government | Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. |
| 19 | Federal Government | Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. |
| 20 | Other Income | Definition: This is all income other than that reported in Data Elements #17, #18, and #19. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

21 Total Income

Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

22 Salaries & Wages Expenditures

Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

23 Employee Benefits

Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported.

24 Total Staff Expenditures

Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).

25 Collection Expenditures

Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc.

26 Other Operating Expenditures

Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25).

Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

27 Total Operating Expenditures

Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).

28 Capital Outlay

Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

LIBRARY COLLECTION

Note: Report physical units for items 29–33. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e. g., two compact discs, two films, or two video cassettes, and are generally checked out as a unit, should be counted as one physical unit.

- | | |
|------------------------|---|
| 29 Book/Serial Volumes | Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, year-books, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. |
| 30 Audio | Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings. |
| 31 Film | No longer collected. |
| 32 Video | Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. |
| 33 Subscriptions | <p>Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.</p> <p>Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.</p> |

SERVICES

- | | |
|------------------------------|---|
| 34 Unduplicated Hours | No longer collected |
| 35 Public Service Hours/Year | <p>Definition: This is the sum of annual public service hours for outlets.</p> <p>Note: Include the hours open for public service for centrals (data element #9), branches (Data Element #10), bookmobiles (data element #11), and books-by-mail only (Data Element # 12). For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the</p> |

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected, but under consideration for future data collection.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

Note: If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

INTER-LIBRARY LOANS

- | | | |
|----|-------------------------------------|--|
| 40 | Provided To | Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. |
| 41 | Received From | Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures. |
| 42 | Circulation of Children's Materials | Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals. |
| 43 | Children's Program Attendance | Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children. |
- Note: Output Measures for Public Library Service to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

Outlet Data Element Definitions

#	<u>Data Element Name</u>	<u>Data Element Definitions and Notes</u>
01	LIB ID (OPTIONAL)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
09	Outlet Type Code	<p>Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.</p> <p>Select one of the following:</p> <p>BM - Books-by-Mail Only BR - Branch Library BS - Bookmobile(s) CE - Central Library</p> <p>BM - Books-by-Mail Only</p> <p>Definition: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to</p>

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR - Branch Library

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS - Bookmobile(s)

Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE - Central Library

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC - Within the city limits of the central city of a Metropolitan Area.

NC - Metropolitan Area, but not within central city limits.

NO - Not in a Metropolitan Area.

UK - Unknown

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC - Central City

Definition: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include

Appendix G— Survey Facsimile (Data Entry Screens and Data Element Definitions)

any part of that city that extends outside the Metropolitan Area boundary.

NC - Metropolitan Area, but not within central city limits.

Definition: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service Area by Type of Outlet

Definition: This is the estimate of the portion of the service area population targeted for services by the outlet.

Select one of the following ranges:

- A - 1-999
- B - 1,000-2,499
- C - 2,500-4,999
- D - 5,000-9,999
- E - 10,000-24,999
- F - 25,000-49,999
- G - 50,000-99,999
- H - 100,000-249,999
- I - 250,000-499,999
- J - 500,000 or more
- U - Unknown

12 Number of Bookmobiles

Definition: The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

Appendix H— States with Libraries with Overlapping Population of Legal Service Areas

Arizona
Colorado
Connecticut
Florida
Idaho
Iowa
Louisiana
Maine
Massachusetts
Michigan
Mississippi
New Hampshire
New Jersey
New Mexico
New York
North Dakota
Oklahoma
Pennsylvania
Rhode Island
South Carolina
Tennessee
Vermont
Virginia

Appendix I— Imputation Flags and Definitions

Flag # Definition

- | | |
|----|--|
| 0 | No Imputation |
| 1 | Used FY 93 mean growth rate |
| 2 | Used FY 92 mean growth rate |
| 3 | Used FY 93 hot-deck growth rate |
| 4 | Used FY 92 hot-deck growth rate |
| 5 | Used adjusted cell mean |
| 6 | Used unadjusted cell mean |
| 7 | For library visits, adjusted by ratio (total library visits/total population) |
| 8 | For children's program attendance, adjusted by FY 93 ratio of children's program attendance to library visits. For children's circulation, adjusted by FY 93 ratio of children's circulation to total circulation. |
| 9 | For children's program attendance, adjusted by FY 92 ratio of children's program attendance to library visits. For children's circulation, adjusted by using FY 92 ratio of children's circulation to total circulation. |
| 10 | Adjusted by FY 94 mean ratio (of children's program attendance to library visits, or of children's circulation to total circulation) |
| 11 | For a derived variable, the variable was imputed. |
| 12 | For library visits, adjusted by FY 93 ratio of library visits to children's program attendance. For total circulation, adjusted by FY 93 ratio of total circulation to children's circulation. |
| 13 | For library visits, adjusted by FY 92 ratio of library visits to children's program attendance. For total circulation, adjusted by FY 92 ratio of to total circulation to children's circulation. |
| 14 | For library visits, adjusted by FY 94 mean ratio of library visits to children's program attendance. For total circulation, adjusted by FY 94 mean ratio of total circulation to children's circulation. |
| 15 | Population value carried forward from prior year. |